

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL/OEEO**

STANDARD OPERATING PROCEDURE

III. RECRUITMENT FOR NEW AND REVISED JOB CLASSES

A. Purpose

The purpose of this SOP is to provide department personnel officers with guidelines for nominating job classes for scheduled recruitment and procedures of the Division of Personnel in approving and processing these nominations. Job classes are nominated for scheduled recruitment when future recruitment needs are anticipated.

B. Scope

This SOP applies to job classes subject to the merit system of employment.

C. Authority

AS 39.25.150(3) and Personnel Rules 2 AAC 07.040 and 2 AAC 07.050 give the Division of Personnel the authority to open and close periods of recruitment.

D. Procedure

Scheduled recruitment is accomplished on a semiannual basis for the periods from January through June and July through December of each year. Schedules are published and distributed to each organization on the recruitment mailing list. Job classes on the recruitment schedule are open for recruitment for a minimum of 30 days. Job classes are placed on the recruitment schedule when future needs are anticipated.

1. Nominations

The Public Services Unit of the Division of Personnel sends each department personnel officer a memorandum inviting nominations to the recruitment schedule. Memorandums are distributed October 1 and April 1 asking for nominations by November 1 and May 1, respectively. The goal is to distribute a schedule one month prior to the beginning of the six month recruitment schedule; June 1 for the July through December schedule and December 1 for the January through June schedule.

2. Criteria

The factors considered when determining job classes appropriate for scheduled recruitment may include:

- a. Number of positions in the job class and the numbers filled and vacant.
- b. Location of the positions.

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- c. Number of hires in prior fiscal year.
- d. Number of candidates on eligible list.
- e. Availability of candidates willing to work for particular departments, locations or in types of employment.
- f. Historical difficulty of recruitment.
- g. Department priorities.
- h. Job classes traditionally filled by promotion.
- i. Seasonal considerations.
- j. Examining routing.

3. Approval

Nominations to the recruitment schedule are approved as requested when the requesting department has delegated authority for examining. For job classes examined by the Division of Personnel, nominations are evaluated in light of the above criteria. Job classes are placed on the recruitment schedule in an effort to meet the needs of the hiring managers while balancing the examining workload to ensure timely processing of applications.

4. Timing

Timing of scheduled recruitment is dependent on the following factors:

- a. Hiring of employees for seasonal positions.
- b. Number of applications expected.
- c. Impact on examining and log-in/certifications staff.
- d. Level of examining difficulty.

5. Public Notice

The required public notice for opening recruitment (2 AAC 07.040) is accomplished through recruitment bulletin mail out (see SOP 01-VII).

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Recruitment bulletins are distributed on the first of the month that the job class is open for recruitment.

6. Advertising

Advertising may be requested for a job class during the scheduled recruitment period. The advertising may address a general, broad-based need for additional applications on a statewide basis or respond to a specific vacancy. Advertising is requested by submitting Form 02-225 (Addendum A), and filling out the appropriate sections dealing with advertising. (Please refer to SOP 01-VIII.)

7. Draft Material

Nominating departments will receive a draft of the recruitment schedule to check the accuracy of its nominations prior to dissemination. A memorandum from the Public Services Unit giving a deadline for providing comments will accompany the draft schedule.

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